

***TOWN OF NEWFIELDS BOARD OF SELECTMEN  
MEETING MINUTES  
TUESDAY, AUGUST 28, 2007***

The meeting was called to order at 6:34pm. Selectmen present were: Michael Woodworth and James McIlroy. Wes Moore joined the meeting in progress. Others present were: Police Chief Reed, Brian Knipstein (Road Agent), Michael Price, Alexander Elliot, Tracy Bentley, Michael Quinn, Eric Nichols, and Peter Allen.

At 6:35pm the meeting went into a non-public session per RSA 91-A:3II. The meeting returned to a public session at 6:50pm.

The Selectmen and Brian Knipstein viewed the trees outside of the Town Hall and chose trees to be removed because they are dead, diseased, or a danger. They also looked at the windowsills and doors on the rear of the building and determined that they should be stripped, caulked, primed, and re-painted.

The Transportation Advisory Committee members met with the Selectmen and were give a letter outlining questions/issues that the Selectmen have regarding this project. Advisory Committee Guidelines were also passed out to the Committee members.

Michael Quinn asked when the Selectmen would like to receive the Committee's report. Early to mid-December will give the Selectmen time to review the information provided and the Committee will also provide the draft language for a Warrant Article. The draft will need to include the amount of funds needed for the project.

Michael Price asked if the Committee members could meet with the Town Counsel for half an hour (to keep costs down). James suggested that the Committee members review the correspondence from the Town Counsel and if they still have questions, a meeting with the Selectmen, Town Counsel, and Transportation Advisory Committee could be arranged. It is protocol for the Selectmen to be at any meeting with the Town Counsel.

It was suggested that the Committee members contact other towns to find out how they handled the legal issues for a bicycle lane.

It was agreed to e-mail a copy of the proposed contract to the Committee members and to send them a summary of the Town Counsel's concerns about the contract.

James suggested that the Committee contact the State as there seemed to be some willingness to amend the contract. The Town has issues with the contract, such as taking on responsibility for the bicycle lane during and after construction.

More information is needed with regard to the bridge and a contract between Newmarket and Newfields is required.

A section of the contract requires that the towns keep project records for three years. Newfields would need a team to oversee the project if it goes forward. Michael Price asked if Strafford County could keep the records. This is something that the Committee will have to look into.

The Selectmen asked the Committee to continue to send the meeting minutes to the Administrative Assistant and to get in touch with the Selectmen if they have any questions.

Peter Allen presented an insurance binder to the Selectmen to go along with his application to rent the Town Hall parking lot for a Farmers Market. It was explained to Peter that he needs higher coverage limits and the Town of Newfields listed as an Additional Insured in order to comply with the Rental Agreement. Peter asked if the Town would be willing to waive the rental fee and insurance requirement. It was explained that if this was granted to Peter, other people would request the same waivers. The only exception to these requirements are Town Departments.

Peter feels that he and the other vendors are exempt from needing a Hawkers and Peddlers license. Wes volunteered to contact the Local Government Center for information and guidance on farmers markets. James asked Peter to provide the names and telephone numbers of the people he spoke to at the NH Department of Agriculture. Wes asked Peter to also provide information on towns the size of Newfields that currently hold farmers markets so that Wes may call them for information. Peter will obtain the requested information and call Wes.

A minimum of two Selectmen signatures are required on the Rental Agreement. At this time the Agreement will not be signed by the Selectmen. Wes asked if Peter were willing to wait another week in order to allow more time for additional information to be gathered and for the Selectmen to discuss that additional information in order to make an informed decision. Peter agreed to hold the farmers market on September 8<sup>th</sup> instead of September 1<sup>st</sup>.

Michael updated the other Selectmen on his research on the sign ordinance. As Michael understands, Newfields currently has an ordinance on permanent signs, but not for temporary signs. The State has rules for signs on highways and enforces those rules. Michael obtained a copy of the sign ordinances in Greenland and gave copies to the other Selectmen for review. The Selectmen will return to this issue in a future meeting.

The Selectmen discussed the issue of part-time employees purchasing health and dental insurance coverage through the Town policies and decided not to change the Town's current policy.

At 8:54pm the Selectmen went into a non-public session per RSA 91-A:3I. The meeting was re-opened to the public at 8:58pm.

Checks were signed.

The Section 125 contract from Concepts In Benefits was tabled until next week's meeting.

The person currently cleaning the Town Hall and offices will be leaving soon and the Selectmen will be looking to replace that employee.

The Crime Coverage Insurance Application from Primex was discussed and Nancy advised that this application is required to be completed and returned to Primex even though the application is for the policy issued to Primex, not the Town's policy.

Correspondence from the Lane Law Offices was reviewed.

The NH Division of Public Health Services advises that a horse in Kensington has been diagnosed with Eastern Equine Encephalitis. Residents should take the necessary precautions to avoid being bitten by mosquitoes.

Nancy was asked to call Hartmann Oil regarding heating oil for the Town Hall.

The Selectmen viewed the recent repairs made to the Police Department windowsills and door.

The furnace room is accumulating items and needs to be cleared of those items presenting a fire hazard. Nancy and Sue were asked to dispose of unnecessary items in the furnace room. Items that may need to be stored elsewhere may be moved to the under stage storage area in the Town Hall.

Fred Borman, III of the University of New Hampshire Cooperative Extension sent a letter of introduction to the Town. Copies of the letter have been distributed to the Planning Board, the Town Planner, and the Conservation Commission. Fred is now the Rockingham County Extension Forester.

Wes made a motion to approve the minutes of the August 21, 2007 meeting as amended. Michael seconded the motion and the motion passed with all in favor.

Wes made a motion to adjourn the meeting at 9:40pm. James seconded the motion and the motion passed with all in favor.

Respectfully submitted,

Nancy J. Spencer  
Administrative Assistant